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**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**
www.okwd.uscourts.gov

AMENDED to change the close and start dates

Position Title:	Term Law Clerk
Vacancy Number:	18-09
Location:	Oklahoma City
Open date:	September 7, 2018
Close Date:	January 31, 2019
Start Date:	May 2019
Starting Salary Range:	JSP 11/01 to JSP 13/10 (\$61,218 to \$113,428*) * Starting salary commensurate with qualifications and work experience. Starting salary above step one requires prior federal law clerk work experience.

POSITION OVERVIEW: The United States District Court for the Western District of Oklahoma is seeking a full-time term law clerk to United States Magistrate Judge Suzanne Mitchell. This law clerk position is for one year with the possibility of extension (not to exceed four years) and is available May 2019.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES: The term law clerk will primarily provide legal support to the judge by conducting legal research and preparing legal documents, such as orders, memoranda, and draft opinions on both civil and criminal cases. The term law clerk is also responsible for some clerical/administrative duties, as the chambers' arrangements do not include a judicial assistant. These duties may require the term law clerk to: answer and screen telephone calls; meet and assist public; answer general inquiries; coordinate judge's schedule and travel arrangements; coordinate judge's meeting and appointments; assist courtroom deputies in maintaining electronic court calendar; be familiar with electronic filing and case management systems; proofread and edit material for grammar, spelling accuracy and word usage; review legal submissions (such as motions, petitions, supporting and opposing briefs); manage docket and prioritize projects to ensure that motions are briefed and are cleared in a timely manner; arrange settlement conferences; coordinate with personnel in clerk's office, U.S. Marshals Service, and other judicial chambers to ensure efficient disposition of cases; and keep abreast of changes in the law.

QUALIFICATIONS STANDARDS: Applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school approved by the American Bar Association or the Association of American Law Schools and have demonstrated the following accomplishments or proficiencies:

- Standing within the upper quarter of the law school class;
- Experience on the editorial board of a law review of such a school;

- Graduation from such a school with an LLM degree; or Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

To qualify for grade 12, one year of legal work experience is required; to qualify for grade 13, two years of legal work experience is required. With the exception of grade 11, a bar membership also is required.

LEGAL WORK EXPERIENCE: Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

COURT PREFERRED SKILLS: Prior legal work experience is preferred. Experience in the federal judicial system, especially as a law clerk. Experience with electronic case filing systems, such as CM/ECF. Proficiency in Westlaw and/or Lexis. Excellent academic credentials. Superior research, analytical, proofreading, editing, communication, and writing skills. Strong organizational skills. Ability to prioritize tasks and juggle competing demands. Applicant must possess proficient typing and personal computer skills. Desirable qualifications include: self-motivated, detail-oriented, reliable, excellent oral and written communication skills, superb analytical skills, understanding of court processes, familiarity with Federal Rules of Civil and Criminal Procedure, familiarity with prisoner civil rights litigation, ability to work as part of a team, professionalism, integrity, an aptitude for working well under pressure, punctuality, and flexibility with work hours.

BENEFITS: Employees of the United States District Court are not classified under Civil Service but are entitled to participate in many of the same benefits as other federal government employees including health, dental, vision, life, and long-term care insurance programs, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION: Applicants must be United States citizen or eligible to work in the United States. All employees are subject to mandatory electronic direct deposit of salary payments.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Only qualified applicants will be considered for this position.

Employees of the U.S. Courts serve under "excepted appointments" and are considered "at will" employees. Excepted appointments are at will and can be terminated with or without cause. Federal civil service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other federal government employees.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, which may occur without prior notice. In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

APPLICATION INSTRUCTIONS: Application packets should include the following:

- Cover letter;
- Résumé;
- **Official or Unofficial Law School Transcript**
- AO 78 Application for Judicial Branch Federal Employment (located on the court's website at www.okwd.uscourts.gov);
- Names, addresses, and telephone numbers of three professional references; and
- One writing sample (not edited by others) limited to no more than 15 pages.

Applications will be reviewed on a rolling basis. Please do not email or fax application materials. Incomplete and late application materials will not be considered. Application packets should be sent to:

Vacancy No.18-09
United States District Court
Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 N.W. 4th Street, Rm 1210
Oklahoma City, OK 73102

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